



## State of Montana Project Management Office

### *Project Initiation and Planning Phase*

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## Development Project Plan Instructions

An outline for a Development Project Plan document that summarizes the project goals and the major activities across the different functional groups necessary to achieve those goals. Includes sections for describing major activities of the project, including activities that are sometimes neglected during planning, such as prototype builds, compliance testing, technical publications, service strategy, etc.

The process of creating this plan outline document should get you to think about each one of these project areas in enough depth to be able to state something about each one. This will help you identify resources and tasks as you create a more detailed plan and work breakdown.

The theme of a good project plan is to "say what you do, and do what you say." This means that, during the relatively calmer moments of the early project planning, you should state your intentions as fully as possible as you work major tradeoffs into a plan. So one major purpose of this plan is to document the rationale for including major project activities (and for excluding others). Then in later stages of the project's execution, when the heat is on and the temptation to cut corners is great, the plan will help you keep enough discipline to not raise project risk by cutting out activities that you really felt you should do during those calmer planning moments.

- Read the instructions (in blue font) in each section of the document, and then replace this text with text you create for your project.
- Stay high-level in this document, keeping it a readable development plan summary.
- Refer in this document to more detailed supporting documents, but don't repeat their detail.

## Administrative Information

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